

Course Syllabus 1420.501

COURSE: VNSG 1420.501 Anatomy and Physiology for Allied Health
 CLASS TIMES: Every Monday 8:00 am – 12:00 pm
 INSTRUCTOR: Brenda Jimenez, MSN, RN
 OFFICE LOCATION: Plainview Center, Room 104 F
 PHONE: 806-716-4405
 EMAIL: bjimenez@southplainscolleg.edu
OFFICE HOURS: Please make an appointment via email.
 Monday: 1:00-4:00 pm
 Tuesday: By appointment
 Wednesday: 8:00-9:00 am
 Thursday: 8:00-10:00 am, 1:00-2:00 pm
 Friday: 1:00-2:00 pm

*Please note office hours above. If you need to meet with me, you may stop by my office during office hours and if I am available at that time, I will be happy to meet with you. The best way to meet with me is to email me for an appointment that will be verified/accepted via email.

Please Note: The COVID 19 crisis may change the lecture format and this syllabus. Please refer to the 2023 Student Handbook for the complete COVID POLICY.

"South Plains College improves each student's life."

GENERAL COURSE INFORMATION

It is the responsibility of each student to be familiar with the content and requirements listed in the course syllabus.

COURSE DESCRIPTION

This course is an introduction to the normal structure and function of the body including an understanding of the relationship of body systems in maintaining hemostasis. **STUDENT LEARNING OUTCOMES**

At the completion of the semester students will:
1. Identify the structure of each of the major body systems.
2. Be able to describe the functions of each of the major body systems.
3. Be able to discuss the interrelationship of systems in maintaining homeostasis.

COURSE OBJECTIVES - Outline form (C-5, C-6, C-7, C-8, C-15, C-16, C-17, C-18, C-19, C-20) (F-1, F-2, F-7, F-8, F-9, F-10, F11, F-12)

At the completion of this course the student will have:
1. Have a basic understanding of how the cavities, organs and body alignment play a role in the organization of the body.
2. Have a basic understanding of how chemical elements keep the body in balance and functioning.
3. Have a better understanding of cells and their functions.
4. Have a general understanding of the different tissues and how the function in the body.
5. Be better acquainted with the functions and importance of the skin.
6. Learn that bones are "alive" and grow, how they function and their necessity to the individual.

7. Name certain major muscle groups and how they function within the body.
8. Have a basic understanding and function of the different divisions of the nervous system.
9. Name the major parts of the eye and the ear, and have a basic understanding of the senses as well as their importance to the body.
10. Have a basic understanding of glandular functions and how they affect the body.
11. Have a basic understanding of the different parts of the blood and the function of each.
12. Be able to describe how the heart functions.
13. Have a basic understanding of the vessels, their locations and function.
14. Have a basic understanding of how the lymph system works and its importance.
15. Have a basic understanding of the different divisions of the respiratory system and how it functions.
16. Have a general understanding of the divisions, locations, and functions of the digestive system.
17. Have a basic understanding of metabolism and its importance in relation to the different functions of the body.
18. Have a general understanding of location and function of the urinary system and its importance in maintaining homeostasis.
19. Have a very basic understanding of how the body maintains homeostasis through chemical exchanges.
20. Be able to locate and state basic functions of the different parts of the reproductive system.
21. Have a basic understanding of microbiology, nosocomial infection and infection control.
22. Become familiar with and have basic understanding of terminology used in text.
23. Be present and punctual for all classes with no more than 2 (two) absences.

EVALUATION METHODS

Computer-based exams, written exams, written assignments, quizzes, and other projects as assigned. In addition, methods of instruction may include but are not limited to lecture, discussion, required reading, charts/posters, Power Point, and audio/visual presentation.

ACADEMIC INTEGRITY

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possible suspension.

Cheating - Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in the office are examples of cheating. Complete honesty is required of the student in the presentation of any and all phases of coursework. This applies to quizzes of whatever length, as well as final examinations, to daily reports and to term papers.

Plagiarism - Plagiarism Statement: Plagiarism - Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, websites such as: blogs, journals, or articles, other referenced works, from themes, reports, and/or other writings of a fellow student, is guilty of plagiarism. If there is any suspicion of work completed by Artificial Intelligence (A.I.), the student and their work may be questioned, and if proven that A.I. was used will be considered guilty of plagiarism.

Plagiarism Violations: A student found guilty of plagiarism may be dismissed from the program.

VARIFICATION OF WORKPLACE COMPETENCIES

Vocational nurses are expected to know the structure and function of each area of the human body.

BLACKBOARD

Blackboard is an e-Education platform designed to enable educational innovations everywhere by connecting people and technology. This educational tool will be used in this course throughout the semester.

SCANS and FOUNDATION SKILLS

Refer also to Course Objectives. Scans and Foundation Skills attached.

SPECIFIC COURSE INFORMATION

TEXT AND MATERIALS

Cohen, B.J., & Hull, K.L. (2019). Memmler's The Human Body in Health and Disease, (14th Ed.), Wolters Kluwer. ISBN: 978-1-2842-1796-4

SUGGESTED TEXTS

Cohen, B.J., & Hull, K.L. (2019). Study Guide for Memmler's The Human Body in Health and Disease, (14th Ed.), Wolters Kluwer.

ISBN: 978-1-2842-6263

Williams, L., & Hopper, P. (2023). Understanding Medical Surgical Nursing, (7th ed.), F.A. Davis. ISBN #978-1-7196-4458-7

Williams, L., & Hopper, P. (2023) Study Workbook for Understanding Medical Surgical Nursing, (7th ed.), F.A. Davis. ISBN #978-1-7196-4459-4

*Blackboard

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ADDITIONAL CLASSROOM ITEMS

Students should come to class prepared with pens, pencils, books, and a spiral notebook for taking notes and for completing quizzes or assignments in class. Students should be prepared to take notes over lecture material if they choose. **Electronics including but not limited to laptops, iPads, ThinkPads, or Chrome books are not allowed to be used or on the desk during class time unless approved by the instructor and not at all during clinical time.** Follow student conduct guidelines for appropriate use of electronics in the classroom. Due to COVID we may have to meet virtually at some point. Please have a plan prepared as to how to meet via computer for this course. **You will need to have access to a computer, and it will need to have a camera and a microphone.** When we meet virtually it will be Microsoft Teams, Blackboard Collaborate or Zoom. In the event that we must meet in the virtual setting please notify me if you do not have a computer to use.

If PowerPoint outlines are posted on Blackboard, they must be printed prior to class. Class time will not be given for printing notes.

EMERGENCY MESSAGES

No one will be called from the classroom to receive a telephone call, except in an emergency. A message will be taken by the office and given to the student following class. If an emergency arises, the student will be given the message immediately. **Cellular phones, both calls and texts, as well as use of the phone for videos are not permitted during classes or in the clinical setting. If correspondence is expected, please notify instructor before the beginning of class or clinical day. Students will be given a verbal warning on first offense and thereafter will receive an absence for the class period should cell phones be used without permission.** Students may be reached by calling the nursing office at 806-716-4406.

Phones should be turned to the OFF or SILENT position and left in a safe area. Missed calls may be returned during breaks. The use of electronic devices (cellphone/PC apps) are to be used for training purposes and may be

used in classroom and clinical settings only with instructor approval. The student is to follow signed agreement guidelines as presented in the Vocational Nursing Contract in the student handbook.

DROPPING A CLASS

Students should submit a [Student Initiated Drop Form](#) online.

Students will not be required to obtain an instructor signature to drop, however, we do encourage students to communicate with instructors or advisors prior to dropping a course when they are able. **There will be no charge for drops for the fall or spring semesters.**

WITHDRAWING FROM ALL CLASSES

If a student wishes to withdraw from all courses, they should initiate that process with the Advising Office. They can schedule an appointment with an advisor by visiting

<http://www.southplainscollege.edu/admissionaid/advising/spcadvisors.php> or by calling 806-716-2366.

SCHEDULE CHANGE (after late registration and before census date)

To make a schedule change after late registration (August 28-31, 2023) and before the census date (September 13, 2023), students should submit a [Schedule Change Form](#).

After late registration, adding a class requires instructor approval. If a student is requesting to be added to one of your courses and you approve, please email registrar@southplainscollege.edu with your approval. This can take the place of signature on the Schedule Change Form that we have required in the past.

For additional information regarding schedule changes, drops and withdrawals, [click here](#).

ATTENDANCE POLICY (*READ CAREFULLY)

Class Attendance

Punctual and regular class/class session online attendance is required of all students attending South Plains College. Students are responsible for all class work covered during absences from class, even in cases in which they are able to satisfy the instructor that the absence was unavoidable. Whenever absences become excessive, as outlined in the nursing program policy handbook, and minimum course objectives cannot be met due to the absences, the student will be withdrawn from the course/program.

Students are expected to attend all classes in order to be successful in a course. **The student will be administratively withdrawn from the course when more than 2 absences occur.**

Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first-class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate, and the student will owe any balance resulting from the adjustment.

Students who exceed the allowable absence no longer meet the course criteria and must withdraw.

Absences are recorded for the whole day if a class is scheduled for the whole day. If a student leaves before the end of the class period, the student is marked “absent” for the day. There are no “half-day” absences. If the student is asked to leave the classroom for any reason (sleeping, talking or other inappropriate behavior), the student is given an absence and the subsequent point deduction. Attendance is most often taken by a sign in sheet. Students who “forget” to sign in are counted as absent.

As a matter of courtesy and professional behavior, a student who is going to be absent should email or call the course instructor and inform the instructor of the pending absence.

LIVE classroom: students must be in their seat ready for class at the scheduled time. Classes will be held on scheduled exam days with lectures to immediately follow the exam. Students who leave after the exam are counted as “absent.” Students who are late for the exam, will not be allowed to take the exam.

ZOOM classes/meetings: Zoom meetings are considered formal classes. Therefore, the student must be present in a stationary environment—not working, driving, shopping or engaged in some other activity. There should be no TV, cell phones or other distractors during the meeting. **The student’s camera must be on for the entire time of the class/meeting.** The microphone should be muted unless the student is answering a question, presenting information, or otherwise engaged in the course discussion. **If the student does not follow zoom etiquette as outlined in the VN handbook, the student will be removed from the zoom meeting and given an absence. The student MUST BE ON TIME for the zoom meeting; once the course instructor has started the lecture/meeting, the late student WILL NOT be allowed in and will be counted as absent.**

Students must attend all live classroom presentations and all Zoom meetings. **A student who exceeds more than 2 absences in this course will be withdrawn from the program with an “F” except in the case of a documented Covid exposure**(see handbook for policy).

COVID POLICY:

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or get tested for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376

1. SPC will follow the recommended 5-day isolation period for individuals that test positive.
 - a. **Please note that day 0 is the date of positive test. Day 1 begins the first full day after the date of positive result.**
2. COVID reporting
 - a. Please have students and employees notify DeEtte Edens if they have tested positive to verify dates before returning to class or work.
 - b. The home tests are sufficient but students need to submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor’s note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.
 - c. A student is clear to return to class without further assessment if they have completed:
The 5-day isolation period, symptoms have improved and they are afebrile for 24 hours without the use of fever-reducing medication.

3. Please instruct students and employees to communicate with DeEtte Edens prior to their return date if still symptomatic at the end of the 5-day isolation.
4. Exposed individuals will not be required to quarantine. If exposed, SPC does request individuals closely monitor themselves. If an individual does become symptomatic, please do not attend class or work and be tested.

Please immediately notify your instructor and program director, and DeEtte Edens (Associate Director of Health and Wellness) any time you test positive for COVID-19.

ATTENDANCE PHILOSOPHY: Research has proven that academic achievement for each student is enhanced when the student has regular and punctual attendance. In order to foster accountability, to match the work environment policies, and to foster learning and understanding, attendance is mandatory in the Vocational Nursing Program. Understanding that illnesses and unavoidable problems do arise, the VNP does allow for some absences within the program. Faculty do not inquire as to why a student is absent because the student is an adult learner. **Faculty will not do make up classes or repeat lectures for students who miss a class.** Students who are absent should make contact with instructor/s of the class sessions missed the day they return in order for a plan of action to be agreed upon for the student to obtain missed information.

4.1-A. CLASSROOM ATTENDANCE: Learning is fostered in the classroom environment. Missing even one lecture/class activity can negatively impact student performance; therefore, classroom attendance is mandatory, and students are accountable to attend and be on time for class. See student handbook.

Allowable absences in this class will be two (2) absences. Students should take an absence when they are truly ill (running fever, nausea/vomiting not due to pregnancy, diarrhea, or some other communicable disease). A physician's release should be submitted when the student is treated by a physician.

Students who exceed the allowable absence no longer meet the course criteria and must withdraw.

4.1-B TARDY: Tardiness is not accepted in the Vocational Nursing Program. Students are either present on time or they are absent. A student is not allowed to disrupt the class for tardiness. A student who is late may come into the classroom after a break to hear the lecture, BUT the student will still be marked as "absent."

NURSING PROGRAM - TARDIES:

- Tardiness is not accepted in the Vocational Nursing Program. Students are either present on time or they are absent. A student is not allowed to disrupt the class for tardiness. A student who is late may come into the classroom after a break to hear the lecture, BUT the student will still be marked as "absent."
- **Level I Clinical – 2 absence (16 hours)**
 - Student will be counseled after the first absence.
 - Student will be dismissed from the course if second absence occurs.
- **Level II Clinical – 2 absences (16 hours)**
 - Student will be counseled after the first absence.
 - Student will be dismissed from the course if third 3rd absence occurs.
- **Level III Clinical – 2 absences (16 hours)**
 - Student will be counseled after the first absence.
 - Student will be dismissed from the course if third 3rd absence occurs.

4.1-C. ATTENDANCE RECORDS: Because the student is an adult learner, each student should keep his/her own record of absence. Faculty is under NO obligation to inform a student of absences; the student will be notified when he/she no longer meets program objectives because of excessive absences and the student is being withdrawn. Should the student believe a discrepancy exists, the student should submit the notice in writing to the lead faculty member within 24 hours of notification.

4.1-D. RELIGIOUS HOLY DAYS ABSENCES: In accordance with Section 51.911, Texas Education Code, SPC will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within seven calendar days after the absence.

Students are required to file a written notification of absence with each instructor within the first fifteen (15) days of the beginning of the semester in which the absence will occur. Forms for this purpose are available in the office of the Director of Special Services along with instructions and procedures. "Religious holy days" means a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code.

ASSIGNMENT POLICY

All assignments must be completed by the assigned due date. Late and/or incomplete work will **not** be accepted and a grade of zero will be recorded.

It is the responsibility of the student to come to class prepared to participate in discussion, to turn in any assignments due, and/or take the quiz or test scheduled for that day. Reading any assigned material assists the student to listen to the lecture with a higher degree of acuity and to participate in class discussion more effectively. A student cannot expect to understand what is being said in class when s/he has had no previous contact with the ideas or terms related to a given topic.

Workbook/Study Guide: The workbook is designed to give learners of all styles the opportunity to enhance learning this material and all students should complete the workbook chapters as part of their ongoing study.

Students should retain a photocopy or computer-accessible file of all assignments turned in. Always have a backup copy.

Assignments are not accepted by email. You must submit via F.A. Davis, ATI or via Blackboard depending upon the assignment **and it is your responsibility** to make sure that you do not upload blank documents and that your document **can be opened on a PC, because not all Mac files are able to convert.** If you submit a blank document or a file that cannot be opened it could possibly not be accepted. Again, it is your responsibility to make sure it is compatible and not blank. The handbooks that accompany the textbooks offer the students different learning styles or ways of comprehending information. Students struggling to understand the text should refer to these additional books. Students may also access the published website for additional help.

MISSED EXAMS/MAKEUP WORK:

1. **There will be NO make-up exams given. Since the final exam is comprehensive (meaning it covers the entire course), the final exam grade will be substituted for the first missed unit exam grade only. Should any additional unit exams be missed, a grade of "0" will be recorded.**
2. **NO exams will be given prior to the to the originally scheduled exam.**
3. **Missed Exams due to COVID: See VN Student Handbook**

Any action interpreted as cheating by facilitating instructor may result in immediate removal from the testing area, a zero recorded for the test grade and possible removal from SPC nursing program.

COMPUTER USAGE

As computer technology in the field of health occupations continues to become more popular, computers will be used in this course for several assignments. All students have access to computers and printers on the South Plains College campus. Students will be expected to utilize computers to access assignments and classroom resources. All registered students are supplied with a working email account from South Plains College.

ALL STUDENTS ARE EXPECTED TO KNOW THEIR SPC STUDENT USER NAME AND PASSWORD.

COMPUTER LAB USAGE

The computer lab may be used by students during scheduled open hours or as assigned by an instructor. Lack of computer lab paper is not an excuse for not having homework assignments, skills lab sheets, or any other required documents. Students should come prepared for class

EXAMS

A&P is a foundational course to nursing. Students must know where the body parts are and how they function so that when they are learning in nursing, they can understand what is going wrong and how to appropriately intervene!

Diagram exams may be given in conjunction with unit exams or may be given more like a pop exam. Diagram exams are cumulative, meaning that the student will see many of the diagrams more than one time—nursing students (and later nurses) will always need to know where the body parts are and how they work!

Exams will be given via ATI or Blackboard on the computer. Exams may cover information given during lecture, handouts, and assigned reading of the texts. At the completion of the course a *comprehensive* final examination will be given. Exams will be in the form of multiple choice, matching, select all that apply, ordering, case study, hot spot, drag and drop, bowtie, highlight and all NGN question types.

- See Lecture/Exam Schedule
- Presentation of material includes class lectures, discussion, handouts, videos, and power point.
- Exams may be essay, fill-in-the-blank, multiple choice, matching and/or true- false.
- Exams are administered in a campus computer lab. Students are expected to arrive on time to exams and complete the exams within the time frame allowed. Due to the ever changing COVID conditions it is possible that you may have it proctored on Blackboard with Proctorio. **It is your responsibility to make sure that you have working computers with a web cam and a microphone and reliable internet.**
- Grades will be recorded on Blackboard for the student to view. The student will also be provided a grade sheet on Blackboard for all grades to be recorded by the student after reviewing their exams. It is up to the student to keep up with their grade sheet and grades.
- Students will have the opportunity to review each exam taken as scheduled by the instructor. After viewing the exam, if the student has further questions, the student will need to email the instructor for an appointment to review the exam for further explanation. The student must discuss this with the instructor within 48 hours of viewing their grade. Once the 48 hours has passed without the student questioning the grade or question, **the assigned grade is final and may not be challenged at the end of the course. Grades will not be emailed or given out by phone.**
- Students must earn a “76” or better in this class and meet all criteria as discussed above for progression.
- Each student should know current course averages for all classes.

DO NOT regulate the thermostat controls in the classroom or laboratories.

NO DRINKS OR FOOD are allowed in the nursing laboratory or computer lab at any time.

TESTING GUIDELINES: (Computer Lab)

- Student will present Student ID and current government issued, picture ID to instructor and full signature with title will be documented on provided form.
- Student will expose forearms to instructor with sign-in.
- No personal electronic devices will be allowed at computer stations during testing.
- Scratch paper will be provided by instructor, and student will turn in these papers to instructor before leaving the computer lab.
- Two - #2 pencils are allowed by student

REMEMBER: THE INDIVIDUAL STUDENT ACCEPTS THE RESPONSIBILITY FOR LEARNING AS THE FACULTY SERVES MAINLY AS A FACILITATOR IN THE LEARNING PROCESS.

ADDITIONAL INFORMATION:

For Test Security, no hats, caps, backpacks or purses are permitted in the classroom during exams. No drinks or food may be brought into the classroom/ computer lab during an exam.

- Competencies are defined as effective demonstration of basic nursing skills, knowledge, and judgment as taught and demonstrated in the nursing lab and classroom.
- The student's performance of the competencies will demonstrate and describe the desired outcome of learning at the conclusion of the nursing skills course.
- Excessive talking in class will not be allowed; the student may be asked to leave, with an absence given for the day.
- The Nursing Laboratory is provided to enhance the learning experience. It is the student's responsibility to always keep the lab clean and tidy. If it is necessary to utilize the lab after hours, arrangements must be made with the faculty.
- Classroom rules also apply to the laboratory classes.
- Radios will not be allowed in the classroom at any time.
- Recording (Voice or Video) is not allowed unless the student receives written permission by the instructor.

GRADING POLICY

Students must earn an overall grade of 76 or better in this course section to pass.

The grade for this course will be determined upon completion of the following components:

Unit Exams	50%
Diagram Exams/daily work/quizzes	20%
Final Exam	30%
	100%

Course grades are based on the following scale:

A = 90-100%

B = 80-89.99%

C = 76-79.99%

D = 70-75.99%

F = 69.9% and below

Grades will not be rounded up or down i.e., 79.4 = 79

The final letter grade will be posted to Blackboard and Campus Connect.

COMMUNICATION POLICY

Electronic communication between instructor and students in this course will utilize the South Plains College “My SPC” and email systems. Students are encouraged to check SPC email daily. Students will also have access to assignments, web-links, handouts, and other vital material which will be delivered via Blackboard. Any student having difficulty accessing the Blackboard or their email should immediately contact the help desk. The instructor will work with any student to ensure the student has access to a computer on campus and can obtain the needed class content that is located on the course website.

Email Policy:

- Students are expected to read and, if needed, respond in a timely manner to college e-mails. It is suggested that students check college e-mail daily to avoid missing time-sensitive or important college messages. Students may forward college e-mails to alternate e-mail addresses; however, SPC will not be held responsible for e-mails forwarded to alternate addresses.

- A student's failure to receive or read official communications sent to the student's assigned e-mail address in a timely manner does not absolve the student from knowing and complying with the content of the official communication.
- The official college e-mail address assigned to students can be revoked if it is determined the student is utilizing it inappropriately. College e-mail must not be used to send offensive or disruptive messages nor to display messages that violate state or federal law
- Instructors make every attempt to respond to student emails *during regular college business hours* when faculty are on campus. Instructors *are not* required to answer emails after hours or on weekends.
- Students who use email inappropriately to faculty, students, staff or others will adhere to the following disciplinary action:
 1. First occurrence - will be counseled by the instructor and a disciplinary warning will be written.
 2. Second occurrence - will be counseled by the lead faculty member, and disciplinary action will be taken. (Initiation of Student Learning Contract.)
 3. Third occurrence - disciplinary action resulting in dismissal from the nursing program.

Texting Faculty: Students should *not* text faculty via the faculty cell phone. Written communication should be by email or the student may call the office phone. The faculty cell phone is for contact during the clinical hours ONLY and should not be used outside the clinical experience.

Mrs. Jimenez will answer all emails in a timely manner. If a student emails the instructor prior to 4:00 pm Monday-Friday, the student can expect to receive a response via email the same day. If an email is sent after 4:00 pm, the student can expect to receive a response the next business day. Emails will not be checked or answered on the weekend. Any email sent after 4:00 pm on Friday will be answered the following Monday.

STUDENT CONDUCT

- Rules and regulations relating to the students at South Plains College are made with the view of protecting the best interests of the individual, the general welfare of the entire student body and the educational objectives of the college. As in any segment of society, a college community must be guided by standards that are stringent enough to prevent disorder, yet moderate enough to provide an atmosphere conducive to intellectual and personal development.
- A high standard of conduct is expected of all students. When a student enrolls at South Plains College, it is assumed that the student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes, and functions. Obedience to the law, respect for properly constituted authority, personal honor, integrity, and common sense guide the actions of each member of the college community both in and out of the classroom.
- Students are subject to federal, state, and local laws, as well as South Plains College rules and regulations. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens. Students are subject to such reasonable disciplinary action as the administration of the college may consider appropriate, including suspension and expulsion in appropriate cases for breach of federal, state or local laws, or college rules and regulations. This principle extends to conduct off-campus which is likely to have adverse effects on the college or on the educational process which identifies the offender as an unfit associate for fellow students.
- Any student who fails to perform according to expected standards may be asked to withdraw.
- Rules and regulations regarding student conduct appear in the current Student Guide.

SPECIAL REQUIREMENTS (*Read Carefully)

- Students must present the signature page acknowledging that the student has read and understands the content of this syllabus.

COURSE DISCLAIMER

To Be Successful in this course: *Because this information is VITAL to becoming a safe and effective vocational nurse, the student MUST commit to learning this information as thoroughly as possible. The BEST way to do this is through diligent DAILY study and weekly review!*

STUDENT SUCCESS: Repetition and study are the ONLY WAYS for students to retain the volume of information contained in this course! You MUST study outside of the classroom if you want to succeed.

Textbook: This textbook is designed for independent learning and contains many activities to help you learn! The Key terms and definitions are the best places to start. Students should make flash cards of these key terms and carry around with them for quick study and review. At the end of each chapter there are review questions with which you can test yourself.

RECOMMENDATIONS ON HOW TO STUDY:

- COMMIT to your career choice—which means committing to this class. Decide you WANT to learn this information and you will.
- Study at least an hour every day! Do not wait until the night before or the morning of an exam and expect to learn all of the information presented! Daily study helps you understand and place information in long-term memory.
- Read the chapters prior to class—don't let the lecture be the first time you become acquainted with the information. If you do this, it is like hearing a foreign language and you are already behind.
- Plan weekly reviews of old material. Set aside some time (maybe on a Saturday) and quickly go through your old notes from previous units—remember there will be a comprehensive final. Remember, you have to know the body parts and how they work as long as you are a nurse!
- Take NOTES in class!
- The first time you have less than a desirable grade, make an appointment with me to discuss what you are doing!
- Don't wait until it's almost the final—it's too late then!

Brenda Jimenez, MSN, RN
Vocational Nursing Instructor
SPC Vocational Nursing Program – Plainview Center

Course Schedule Located on Blackboard

ACCOMMODATIONS

4.1.1.1. Diversity Statement

In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Intellectual Exchange Statement

In South Plains College courses, the instructor will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

4.1.1.2. Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the

Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302.

4.1.1.3 Non-Discrimination Statement South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

4.1.1.4 Title IX Pregnancy Accommodations Statement If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To [activate](#) accommodations you must submit a [Title IX pregnancy accommodations request](#), along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or [email cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

CARE (Campus Assessment, Response, and Evaluation) Team

South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the SPC community, please submit a [CARE Team referral](#). You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.

4.1.1.5 OPTIONAL STATEMENT - Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

CAMPUS CARRY

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FOUNDATION SKILLS

BASIC SKILLS—Reads, Writes, Performs Arithmetic and Mathematical Operations, Listens and Speaks

F-1 Reading—locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules. F-2 Writing—communicates thoughts, ideas, information and messages in writing and creates documents such as letters, directions, manuals, reports, graphs, and flow charts.

F-3 Arithmetic—performs basic computations; uses basic numerical concepts such as whole numbers, etc.

F-4 Mathematics—approaches practical problems by choosing appropriately from a variety of mathematical techniques. F-5 Listening—receives, attends to, interprets, and responds to verbal messages and other cues. F-6 Speaking—organizes ideas and communicates orally.

THINKING SKILLS—Thinks Creatively, Makes Decisions, Solves Problems, Visualizes and Knows How to Learn and Reason F-7 Creative Thinking—generates new ideas.

F-8 Decision-Making—specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative. F-9 Problem Solving—recognizes problems, devises and implements plan of action.

F-10 Seeing Things in the Mind’s Eye—organizes and processes symbols, pictures, graphs, objects, and other information.

F-11 Knowing How to Learn—uses efficient learning techniques to acquire and apply new knowledge and skills.

F-12 Reasoning—discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

PERSONAL QUALITIES—Displays Responsibility, Self-Esteem, Sociability, Self-Management, Integrity and Honesty

F-13 Responsibility—exerts a high level of effort and perseveres towards goal attainment.

F-14 Self-Esteem—believes in own self-worth and maintains a positive view of self.

F-15 Sociability—demonstrates understanding, friendliness, adaptability, empathy and politeness in group settings.

F-16 Self-Management—assesses self accurately, sets personal goals, monitors progress and exhibits self-control.

F-17 Integrity/Honesty—chooses ethical courses of action.

SCANS COMPETENCIES

C-1 **TIME** - Selects goal - relevant activities, ranks them, allocates time, prepares and follows schedules.

C-2 **MONEY** - Uses or prepares budgets, makes forecasts, keeps records and makes adjustments to meet objectives.

C-3 **MATERIALS AND FACILITIES** - Acquires, stores, allocates, and uses materials or space efficiently.

C-4 **HUMAN RESOURCES** - Assesses skills and distributes work accordingly, evaluates performances and provides feedback.

INFORMATION - Acquires and Uses Information C-5 Acquires and evaluates information.

C-6 Organizes and maintains information.

C-7 Interprets and communicates information.

C-8 Uses computers to process information.

INTERPERSONAL—Works With Others

C-9 Participates as a member of a team and contributes to group effort.

C-10 Teaches others new skills.

C-11 Serves Clients/Customers—works to satisfy customer’s expectations.

C-12 Exercises Leadership—communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

C-13 Negotiates—works toward agreements involving exchanges of resources; resolves divergent interests. C-14 Works With Diversity—works well with men and women from diverse backgrounds.

SYSTEMS—Understands Complex Interrelationships

C-15 Understands Systems—knows how social, organizational, and technological systems work and operates effectively with them.

C-16 Monitors and Corrects Performance—distinguishes trends, predicts impacts on system operations, diagnoses systems performance and corrects malfunctions.

C-17 Improves or Designs Systems—suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY—Works with a Variety of Technologies

C-18 Selects Technology—chooses procedures, tools, or equipment, including computers and related technologies.

C-19 Applies Technology to Task—understands overall intent and proper procedures for setup and operation of equipment.

C-20 Maintains and Troubleshoots Equipment—prevents, identifies, or solves problems with equipment, including computers and other technologies.

VNSG 1420 Anatomy and Physiology Syllabus Contract

Print Name: _____

Class # Fall2024

I have read and understand the Anatomy and Physiology Syllabus and schedule. I have had the opportunity to ask questions. I understand the course requirements and expectations. I understand that this information is VITAL to my success as a vocational nurse. I understand that it is recommended that I study DAILY and review weekly so that this information is thoroughly mastered.

I commit to this course and commit to daily study as I prepare to become a vocational nursing student. I understand that I am not just studying for exams, but that I am studying for the day when I stand between my patient and harm or death.

Signed: _____ Date: _____

Plagiarism Declaration

Department of Nursing

South Plains College

By signing this plagiarism declaration, I acknowledge that I have received a copy of the honesty policy and been made aware that the penalty for plagiarism, may result in dismissal from the program.

Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines, websites such as: blogs, journals, or articles, other referenced works, from themes, reports, and/or other writings of a fellow student, is guilty of plagiarism. If there is any suspicion of work completed by Artificial Intelligence (A.I.), the student and their work may be questioned, and if proven that A.I. was used will be considered guilty of plagiarism.

Examples of student plagiarism¹

- Copying material without quotes, in-text citations, and/or referencing
- Paraphrasing content without in-text citation and/or referencing
- Copying ideas, words, answers, exams, or shared work from others when individual work is required
- Using another's paper in whole or in part
- Allowing another student to use one's work
- Claiming someone else's work is one's own
- Resubmitting one's own coursework, when original work is required (self-plagiarism)
- Falsifying references or bibliographies
- Getting help from another person without faculty knowledge or approval
- Purchasing, borrowing, or selling content with the intent of meeting an academic requirement for oneself or others

Printed Name: _____

Signature: _____

Date: _____

VOCATIONAL NURSING CONTRACT

In compliance with the policies of South Plains College and the Vocational Nursing Program of the Plainview Center campus, the Vocational Nursing Student will:

1. Be in attendance and be punctual for lecture and clinical experiences. **I understand that I must withdraw from the program should I exceed allowable absences for any reasons.**
2. Satisfactorily pass nursing courses with a 76-grade average in all nursing subjects and meet all other graduation criteria as found in this handbook. **I understand that if I do not earn a “C” in any course, I must repeat that course and cannot progress in the VNP. I understand that if I do not meet all graduation criteria, I will not graduate from the VNP.**
3. Demonstrate satisfactory nursing skills in both lab and clinical experience as evaluated by instructors. **I understand that should I fail in the lab experiences, I must withdraw from the program.**
4. Complete assignments by the designated deadlines. **I understand that penalties occur for any incomplete assignment.**
5. Comply with the dress code. **I understand that to violate the dress code is unprofessional conduct and that continued violations are grounds for dismissal.**
6. Adhere to the confidentiality statement. **I understand that to violate confidentiality/HIPAA is grounds for immediate dismissal.**
7. Satisfactorily meet all clinical objectives. **I understand that if I do not meet clinical objectives, I will fail the VNP.**
8. Understand and will comply with all policies regarding professional conduct and **understand the disciplinary actions that may be taken should I fail to follow these policies.**
9. Understand that should I have a criminal incident, **I must report the incident to the VNP and withdraw from the program until I am cleared by the BON.**
10. **The use of electronic devices (cellphones/PC apps) are to be used for training purposes and may be used in classroom and clinical setting only with instructor approval.**

I have read and understand the statements regarding State Board Regulations for Licensure as outlined in the Student Handbook, including the statements with regards to a criminal background. I understand that graduating from this program does not guarantee me a license to practice nursing and that I must meet all Board requirements to be licensed.

I have read and understand fully my individual responsibility to comply with the rules and regulations as outlined in the Student Handbook. I accept responsibility for my learning. I understand that patient safety is the primary focus of my nursing care.

Printed Name: _____

Signature: _____

Date: _____

STUDENT PROFESSIONAL CONDUCT CONTRACT

Part of the nursing education program that we have adopted at the Vocational Nursing Program, SPC Plainview Campus includes a significant emphasis on the issue of professionalism. While this topic has been briefly discussed in orientation, it will be discussed frequently throughout the year and is also discussed in the Student Vocational Nurse Handbook. Additionally, an even greater and more specific focus will be placed on the area of respect. A list of unacceptable behaviors are listed below but are not limited to only these:

1. Students sighing loudly or rolling of the eyes
2. Students talking and interrupting while a faculty member or guest speaker is talking/lecturing.
3. Students arguing or yelling, stomping of the feet

Consequently, this contract has been designed to inform the student that these behaviors will be specifically targeted and will not be acceptable. Students who engage in these behaviors will be classified as exhibiting “unprofessional conduct” with the following disciplinary action(s) to ensue:

1. Immediate removal from the classroom or clinical setting, accruing an absence for that class or clinical day, a verbal conference will occur and documentation will be done with both the student and instructor will sign the documentation
2. Written conference between the lead instructor and/or program director and the student with a learning contract and/or probation initiated
3. Dismissal from the program.

Continued behaviors as outlined above will be reviewed by the VESC and appropriate disciplinary action will be determined by the committee which could include dismissal from the VNP.

It is our desire to teach professionalism through acceptable professional behavior so that you, as the student, may be a successful nurse throughout the year.

I have received a copy of the Vocational Nursing Program, SPC Plainview, Student Professional Conduct Contract and understand the consequences that will follow if I display the behaviors addressed in this contract.

Printed Name: _____

Signature: _____

Date: _____